

Risk	Covid 19. School is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements.
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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Delivery drivers • Visitors • EnergyKidz 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this. Anyone self-isolating with symptoms will be expected to access testing and engage with the NHS Test and Trace process.</p>	Reminders to all staff and parents about symptoms, self-isolation and testing procedures.	SLT	03/09/20	Ongoing
		<p>If a symptomatic person comes into school, they will be sent home immediately or isolated in the ‘designated isolation zone’ until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.</p>	All classrooms to have walkie-talkie or a phone assigned to them for comms purposes.	Premise Team	03/09/20	Done
		<p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can’t be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there’s a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection/visor 	Reminders to all staff on what to do with a symptomatic child or member of staff.	Admin & Site Team	Sept/Ongoing	Ongoing
		<p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p>	Update & display symptom flowchart in line with current guidance	Admin & Site Team	Sept/Ongoing	Ongoing
				Staff	Ongoing	

		<p>If there are home testing kits available in school, these will only be offered in exceptional circumstances to those who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the DfE helpline on 0800 046 8687 and select option 1 for advice. The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious. The school will ask (using a template letter from the local health protection team) these people to self-isolate for 14 days from the day they were last in close contact.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person 	<p>All premise team to be aware of deep cleaning process. Create flowchart/checklist</p> <p>Pupil Attendance Registers, Details of Intervention groups, PPA/Leadership cover teachers and mixed groups need to be recorded on a class sign in sheet that is on the outside of the classroom door. Any 'visitor' that is not the CT or PTP needs to sign the sheet using their own pen</p> <p>There is also a Sign In sheet at the main reception that all staff needs to complete on arrival – using their own pen</p>	<p>Site Manager</p> <p>Teachers/Admin</p>	<p>07/09/20</p> <p>03/09/20</p>	<p>Done</p> <p>Ongoing</p>
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		If there are 2 or more confirmed cases within 14 days , or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.		SMT/Admin	Ongoing	
Getting or spreading coronavirus by not washing hands or not washing them adequately	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Delivery Drivers • Visitors • EnergyKidz 	Follow HSE guidance on cleaning, hygiene and hand sanitiser . We provide water, soap and drying facilities in the toilets Information Posters on how to wash hands properly are displayed in all toilets Hand sanitiser is provided in the classrooms and on entry to the school site via central hands-free dispenser in the main reception for the occasions when people can't wash their hands.	Staff and Admin team monitor and supervise to make sure people are following controls Signs are in place to remind people to wash their hands Information is provided to all staff about when and where they need to wash their hands	All Staff, pupils and Visitors	Ongoing	
		Hands free sanitiser units are wall mounted around the school site in areas at access points and in the areas that see the highest traffic.	Identify if and where additional hand washing facilities/Sanitiser may be needed. If people can't wash hands, we have provided information about how and when to use hand sanitiser Site team to monitor and replenish hand washing/sanitising facilities Make sure people are checking their skin for dryness and cracking.	Site Manager	18/09/2020	Done
Contracting or spreading the virus by not social distancing	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • EnergyKidz 	Issue guidance on social distancing and identify places where, under normal circumstances, staff and pupils would not be able to maintain social distancing rules. We have identified how to keep people apart in line with social distancing rules in the first instance. This includes:	Monitor and supervise to make sure people are following controls.	All Staff	Ongoing	

		<ul style="list-style-type: none"> • using markers on the floor and corridors • implement social distancing measures where necessary, introducing one-way systems in busy corridors and staircases and keeping to the left • holding meetings virtually rather than face-to-face • Breaktimes and lunchtimes are staggered to reduce the number of pupils congregating in break and lunch areas at once. • Pick-up and drop-off times are staggered to reduce the number of parents on or near the school premises at once • Parents are briefed on new provision for the drop-off and collection of their children • Parents are informed of the social distancing rules they must follow on or near the school premises, e.g. not congregating outside the school when waiting to pick up their children • Classrooms are adapted to support social distancing, including seating pupils' side-by-side and facing forwards, and moving furniture out of classrooms to make more space • rearrange work areas and tasks to allow people to meet social distancing rules. • Workers placed back-to-back or side-by-side rather than face-to-face when working • 'cohorting' work teams so they consistently work together • using empty spaces in the building for additional staffrooms. <p>In addition to social distancing measures we have also put in place other measures to protect people. These include:</p> <ul style="list-style-type: none"> • enhanced cleaning regimes • increase in hand washing 	<p>Communications to parents on arrangements. Reminders to be sent as required</p>	<p>Premise Team All Staff</p> <p>All Staff All Staff</p> <p>Admin</p> <p>Admin</p> <p>Premise Team</p> <p>Premise Team</p> <p>All Staff</p> <p>All Staff</p>	<p>September Ongoing</p> <p>Ongoing Ongoing</p> <p>September</p> <p>Ongoing</p> <p>September</p> <p>September</p> <p>Ongoing</p> <p>Ongoing</p>	<p><i>Done</i></p> <p></p> <p><i>Done</i></p> <p></p> <p><i>Done</i></p> <p><i>Done</i></p> <p></p> <p></p>
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		<ul style="list-style-type: none"> limiting the amount of time people spend on the task improving ventilation 				
Contact with coronavirus when getting to and from school	<ul style="list-style-type: none"> Staff Pupils Contractors Delivery Drivers Visitors EnergyKidz 	<p>Identify groups of workers who travel to work together and group them into a work cohort</p> <p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Staggered start and end times and designated gates have been introduced to help pupils and parents to avoid peak times and congestion.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> Their allocated drop off and collection times, with different groups being given different times Protocols introduced for minimising adult to adult contact by using different entrances and exits or highlighting social distancing via signage Only one parent/carer should attend Parents are reminded not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment Social distancing is adhered to (2m wherever possible), posters and floor markers have been displayed all around the campus to remind everyone This is reinforced with the pupils regularly, particularly EYFS who find it a struggle. It has been made part of the school culture. <p>Face Coverings – to be worn by staff and visitors when moving around communal areas in school, if they choose to then:</p>	<p>Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus</p> <p>Communication to parents on how to access the school site. Reminders sent to parents about queuing, staggered starts, one-way system.</p> <p>We will continue to monitor and adjust the drop off and pickup arrangements as required.</p> <p>Reminder has been sent to staff and parents. Lidded bins are in place for disposal</p>	<p>All Staff, Parents & Visitors</p> <p>SMT/Admin</p> <p>SMT/Premise Team</p> <p>All Staff, Parents & Visitors</p>	<p>Ongoing</p> <p>September</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Done</p> <p>Done</p>

		<p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Anyone wearing any sort of face covering when arriving at school will need to wash their hands thoroughly on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom or office. Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p>	Reminders to staff on face covering protocol, storage and disposal	All Staff, Parents & Visitors		
Spreading infection due to touch, sneezes and coughs	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Delivery Drivers • Visitors • EnergyKidz 	<p>Handwashing facilities will be provided. All classrooms have sinks and handwashing facilities. Hand sanitiser is available in all the classrooms and at the main entrance and throughout school in the rooms that are being used.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Wash or sanitise their hands-on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste • Tissues will be provided in all areas and checked and replaced when needed. Staff and Pupils should use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p>	<p>Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures and washing hands</p>	<p>All Staff and Visitors</p> <p>Site Team / Class Teachers</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Education for the pupils on 'Catch it, Bin it, Kill it'</p> <p>Class Teachers</p>

		<p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues will be emptied throughout the day.</p>	<p>Additional stocks have been purchased in preparation for winter months.</p> <p>Purchase lidded bins</p>	<p>Premise Team</p> <p>Admin Team</p>	<p>Ongoing</p> <p>September</p>	<p>Done</p>
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<ul style="list-style-type: none"> • Staff • Pupils • EnergyKidz 	<p>Follow HSE guidance on heating ventilation and air conditioning (HVAC) and identify if you need additional ventilation to increase air flow in all or parts of your workplace</p> <p>Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help. If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air</p>	<p>Maintain air circulation systems in line with manufacturers' recommendations</p> <p>Fans in Classrooms</p> <p>Site team to provide training to all teachers in classes 1 - 4</p>	<p>Site Manager Team & HCC</p> <p>All Staff</p> <p>Premise Team & Phase 1 teachers</p>	<p>ongoing</p> <p>Ongoing</p> <p>September</p>	
<p>Close contact with others in common use high traffic areas (e.g. canteens, corridors, toilets, entry/exit points, lifts,</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Delivery Drivers • Visitors • EnergyKidz 	<p>Upon entering the building everyone washes their hands or uses hand sanitiser, following the HSE published hand washing procedure. Contractors are expected to do the same or use the 70% alcohol gel available at main reception when they sign in.</p> <p>Hand washing is carried out in whichever way possible, at the closest washing/sanitising point.</p> <p>Social distancing is adhered to (2m wherever possible), posters and floor markers have been displayed all around the campus</p>	<p>Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems</p> <p>Near-miss reporting may also help identify where controls</p>	<p>All Staff and Visitors</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p>	

<p>and other communal areas) causes the virus to spread throughout the staff and pupil population.</p>		<p>to remind everyone This is reinforced with the pupils regularly, particularly EYFS who find it a struggle. It has been made part of the school culture.</p> <p>Staggered start and end times have been introduced. Parents (limited to one) drop off children in the morning and pick up outside of their designated school gate. No parents are allowed on site until further notice.</p> <p>Class sizes and classroom arrangement are in line with current government guidance. Seating has been rearranged in rows. Children will be seated side-by-side and facing forwards, and unnecessary furniture has been removed (Years 2 – 5). Children in the EYFS and Year 1 will have a less formal class layout.</p> <p>The following combination of controls have been put in place to reduce the risks:</p> <ul style="list-style-type: none"> • limiting the number of people in rooms so that social distancing rules can be met, e.g. stagger breaks, have maximum occupancy numbers for meeting rooms • reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met • where possible put in place physical impervious barriers (e.g. Perspex barriers have been placed in Rooksdawn reception areas) to reduce contact • Staff and visitors are encouraged to wear a face mask when they are outside of their bubble or moving around common areas within the school • increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around • put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of 	<p>cannot be followed or people are not doing what they should</p> <p>We have put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems, opening the windows and doors.</p> <p>Reminded staff of the Near-miss reporting to help identify where controls cannot be followed or people are not doing what they should</p>	<p>All Staff</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p>	
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		<p>people moving around workplaces and to allow social distancing rules to be met</p> <ul style="list-style-type: none"> • leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation • keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier • provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens • signs to remind people to wash and sanitise hands and not touch their faces • put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it <p>Gloves are available to staff to wear around the building & whilst handling any play equipment & during cleaning. We have identified areas where people will congregate, such as the staff room and have created additional staffrooms.</p> <p>The areas if equipment where people touch the same surfaces, such as in kitchens, shared condiments and milk. Communal areas will be ventilated and windows and external doors will be open where possible.</p> <p>We will:</p> <ul style="list-style-type: none"> • consider which lessons or classroom activities can take place outdoors. All PE lessons will take place outside. • use the timetable and selection of classrooms to reduce movement around the school • stagger break times (including lunch), so that all children are not moving around the school at the same time 		<p>All Staff</p>	<p>Ongoing</p>	
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		<ul style="list-style-type: none"> • stagger drop-off and collection times • plan parents' drop-off and pick-up protocols that minimise adult to adult contact • consider how to keep classroom/year groups of children together throughout the day and to avoid other groups of children mixing • Have a walkie talkie/phone in each classroom and shared area with their own charging stand. Teachers/PTPs can then communicate to admin team or premise team reducing the need to leave the classroom and shared areas • consider how children and young people arrive at the school and reduce any unnecessary travel on buses or public transport where possible. Read the Coronavirus (COVID-19): safer travel guidance for passengers <p>Reduce mixing within school by:</p> <ul style="list-style-type: none"> • accessing rooms directly via external doors where possible • considering one-way circulation where possible keep to the left on stairs and in corridors when moving around the school to keep groups apart as they move through the setting where spaces are accessed by corridors. • staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time • children will have their lunch brought to them in their classrooms and then access a zoned off part of the playground at a time when other class /year groups are not out • ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. A maximum of 2 with a 1 in 1 out system • increased use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around and to reduce staff bubbles mixing 	<p>Adhere to staffroom allocation. Purchase additional equipment to make this possible</p>	<p>All Staff and pupils</p> <p>All Staff Admin</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing September</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Done</p>
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		<ul style="list-style-type: none"> No mixing of year groups bubbles across school sites, PPA planning meetings to happen remotely. <p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff although outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. <p>For shared rooms:</p> <ul style="list-style-type: none"> stagger the use of staff rooms and offices to limit occupancy. Additional staffrooms set up in the specialist practical room for EYFS staff, with a further staffroom being set-up in the EnergyKidz room for Phase 2 Staff and offices. An additional staffroom has been set-up in the hall at Greenbank. 	PE equipment schedule and procedure to be agreed	<p>Teachers</p> <p>PE Lead/Site Manager</p> <p>Premise Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>September</p>	<p></p> <p>Done</p>
<p>Getting or spreading infection by contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> Staff Pupils Contractors Visitors EnergyKidz 	<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak</p> <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> Banisters Classroom desks and tables Bathroom facilities (including taps and flush buttons) Door and window handles Furniture Light switches Reception desks Teaching and learning aids 	<p>Put in place monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes implemented</p> <p>Provide information telling people who needs to clean and when</p> <p>Provide instruction and training to people who need to clean. Include information on:</p> <ul style="list-style-type: none"> the products they need to use 	<p>Site Manager</p> <p>Teaching Teams/ Site Manager</p>	<p>Sept/Ongoing</p> <p>Sept/Ongoing</p>	<p></p> <p>Done</p>

		<ul style="list-style-type: none"> • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Photocopier pad • Outdoor play equipment <p>The above have been identified and are part of the daytime cleaning schedules and cleaned regularly throughout the day and at the end of the day by the cleaning team.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books.</p> <p>Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean.</p> <p>We have reduced the need for people to move around the school site as far as possible. This will reduce the potential spread of any contamination through touched surfaces.</p> <p>Cleaning “caddies” are in every classroom and shared area which teachers/PTPS will use to disinfect contact points, pupil resources and equipment throughout the school day.</p> <p>The classrooms and shared areas will then be deep cleaned using a diluted bleach each evening by the cleaning team.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p>	<ul style="list-style-type: none"> • precautions they need to follow • the areas they need to clean - Identify how you are going to replenish cleaning products <p>Reminder to b including in Sept opening letter</p> <p>INSET day training</p> <p>INSET day training</p>	<p>SMT/Admin</p> <p>SMT</p> <p>SMT</p> <p>Class Teachers / PTPs</p> <p>Premise Team</p> <p>Premise Team</p>	<p>September</p> <p>September</p> <p>September</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p></p> <p></p> <p></p>
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		<p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> <p>We have Identified where we can reduce the contact of people with surfaces by leaving/wedging doors open that are not fire doors, online payments, using electronic documents rather than paperwork</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Provide more bins and empty them more often</p> <p>Provide areas for people to store personal belongings and keep personal items out of work areas</p> <p>Put in place arrangements to clean if someone develops symptoms of coronavirus in work</p>	<p>Requirement in all shared rooms and classrooms</p> <p>Lidded bins to be purchases</p> <p>Create a deep cleaning checklist & share with Premise Team</p>	<p>Premise Team</p> <p>Class Teachers / PTPs</p> <p>All Staff</p> <p>All Staff</p> <p>Admin</p> <p>Site Manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>September</p> <p>September</p>	<p></p> <p>Done</p>
<p>Getting or spreading infection by contact with coronavirus on resources</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • EnergyKidz 	<p>Staff and pupils have been reminded to avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user.</p> <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • by seeking to prevent the sharing of stationery and other regularly used equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently 		<p>All Staff</p>	<p>Ongoing</p>	

		<ul style="list-style-type: none"> although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom are occupied by the same children or young people in one day, or properly cleaned between cohorts <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> Cleaned frequently and meticulously, and always between groups using them; or Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups Process for how sports equipment is used to ensure it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously remove unnecessary items from classroom groups where there is space to store it elsewhere remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). Children will not be allowed to bring any such item in with them from home. <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> Restricted to one user; or Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals 	<p>INSET training day</p> <p>Cleaning process to be produced for cleaning of Sports Equipment</p> <p>Remove items form classrooms</p> <p>Remove items form classrooms</p> <p>Create individual pupil trays. Trays to be taken with pupil when doing interventions</p>	<p>Teaching staff</p> <p>Sports Lead and Site Mgr</p> <p>Teaching staff</p> <p>Teaching staff</p> <p>Teaching staff</p> <p>Inclusions Team/ Site Team</p>	<p>Ongoing</p> <p>September</p> <p>Ongoing</p> <p>Ongoing</p> <p>September</p> <p>Ongoing</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
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Castle Hill Primary School

Updated: 17th November 2020

Spreading infection due to excessive contact and mixing between pupils and staff in lessons	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • EnergyKidz • Sports Coaches • Specialists 	<p>For younger children and children in special needs the emphasis will be on separating groups, and for older children it'll be on distancing.</p> <p>Pupils will be grouped primarily in their classes, but with an overarching principle of children being in year group pods. Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards (Years 2-6), and unnecessary furniture will be moved out of classrooms to allow for this. Year R and 1 will have a less formal arrangement of desks to allow for the free flow of children.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart).</p>	Reminders and signage for all children.	Class Teachers / PTP	Ongoing	Done
	Classrooms reconfigured	Premise Team	September	Done		
	No large groups or assemblies until further notice	Music Lead/Class Teachers	Ongoing			
	Modify PE lessons to conform to guidance taking on board equipment usage and social distancing.	PE Lead/Class Teachers	September			
	Classroom Sign in/out sheets to be updated.	Cover Teachers/Pupil Premium	Ongoing			

		<p>This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. They will complete the visitor sign in process on arrival.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>		<p>Teachers/Sports Coaches</p> <p>Peripatetic Teachers</p> <p>SENCO & Inclusions Team</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • EnergyKidz • Sports Coaches 	<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups as far as possible. This is not an 'all-or-nothing' approach and still brings benefits if implemented partially (some mixing may be necessary for specialist teaching).</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible,</p>	<p>STTW timetables to be put in place to ensure teaching time is not affected & staggered drop off collect</p> <p>Children to be reminded.</p>	<p>Class Teachers</p> <p>Class Teachers/PTP</p> <p>Class Teachers/PTP</p>	<p>Ongoing</p> <p>Sept/ Ongoing</p> <p>Ongoing</p>	<p>Done</p>

	<p>and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. Lunch will be brought to pupils in their classrooms, with the exception of Year R and Year 1 who will eat in the dining hall.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms will be staggered to limit occupancy. Additional staff rooms created for EYFS team, Phase 2 team, remaining Phase 1 teams. Hall staffroom at Greenbank. Staff are to stick to their designated staff room at all times of the day.</p> <p>Staff are not permitted to come into the school office or to use the main phones or stationery.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>EnergyKidz wraparound care breakfast or after-school provision will be following procedures in line with the school Risk Assessment. The club will be running from the school hall with the pupils being kept in their year group pods. Parents will drop and collect from the main school gate and will not be able</p>	<p>Entrance and exit point to be established</p> <p>Lunchtime timetable and rota to be established including zoned outside areas.</p> <p>EVC to be involved at start of any trip planning</p> <p>Risk assessments which are site specific to be produced</p>	<p>Premise Team/Lunch team</p> <p>All staff</p> <p>All Staff</p> <p>All Staff</p> <p>Admin/Premise Team/Class Teachers</p> <p>EVC/ HoY/Class Teachers</p> <p>School Club Provider/SBM</p>	<p>Sept/Ongoing</p> <p>Sept/Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>September</p>	<p>Done</p> <p>Done</p>
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Castle Hill Primary School

Updated: 17th November 2020

		<p>to access the school site. EnergyKidz will have this own risk assessment to cover ratio, toilets, PPE arrangements.</p> <p>Any clubs happening during or after the school day will have their own risk assessments in place that will operate in line with the school risk assessment. All clubs will only be run in year group pods with only the school's pupils in attendance.</p>		School Club Provider/PE Lead/SBM	September/Ongoing	
<p>Spreading infection due to the school environment</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • EnergyKidz • Sports Coaches 	<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements: 2.3m² per child for children aged 3 to 5 years old</p>		<p>Site Manager</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>Class teachers/PTP</p>	<p>September</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Done</p>
<p>Spreading infection due to excessive contact and</p>	<ul style="list-style-type: none"> • Staff • Visitors 	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p>		All Staff	Ongoing	

Castle Hill Primary School

Updated: 17th November 2020

<p>mixing in meetings</p>		<p>Where this isn't possible, essential meetings will be conducted outside, or in a ventilated room large enough to allow for social distancing.</p>		<p>All Staff</p>	<p>Ongoing</p>	
<p>The needs of specific pupils could lead to increased risk of infection.</p>	<ul style="list-style-type: none"> • Staff • Pupils 	<p>Some pupils require intimate care to meet their medical needs. PPE and training will be provided for staff who administer this and this will be detailed in the revised plans for each pupil. If staff are likely to use restrictive physical intervention or positive handling, they will have appropriate training and PPE to hand for immediate use. Revised guidance for staff who use RPI will be developed, discussed and understood.</p> <p>A risk assessment is available for each identified child provided SENCO, part time timetables may be used for children who may struggle with full day learning. These will be identified by SMT</p>	<p>TL risk assessment for positive handling</p>	<p>Class Teachers/PTP</p> <p>SENCO</p> <p>SENCO</p>	<p>Ongoing</p> <p>September</p> <p>September</p>	<p>Done</p> <p>Done</p>
<p>Increased risk of infection and complications for vulnerable workers</p>	<ul style="list-style-type: none"> • Staff 	<p>Identify who in your work force fall into one of the following categories:</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable • People self-isolating • People with symptoms of coronavirus • Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) • Discuss with employees what their personal risks are and identify what you need to do in each case • Identify how and where someone in one of these categories will work in line with current government guidance • If they are coming into work identify how you will protect them through social distancing and hygiene procedures <p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p>	<p>Systems in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant. Staff reminders during INSET training</p>	<p>All Staff</p>	<p>September/ Ongoing</p>	<p>Done</p>

		<ul style="list-style-type: none"> • Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Complete individual risk assessments to help with this. 	Complete individual risk assessments to help with this.	SENCO	September/ Ongoing	
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<ul style="list-style-type: none"> • Staff 	<p>Follow our HSE guidance on stress and mental health</p> <p>Have regular keep in touch meetings/calls with people working at home to talk about any work issues</p> <p>Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</p> <p>Keep workers updated on what is happening so they feel involved and reassured</p> <p>Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</p>	<p>Further advice and support – Consider an occupational health referral if personal stress and anxiety issues are identified</p> <p>Encourage staff to use the employee assistance programme encourage staff to use it to talk through supportive strategies</p>	<p>Line Managers</p> <p>Line Managers</p> <p>Line Managers/ Staff</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Travel off site	<ul style="list-style-type: none"> • Staff • Pupils 	<p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>Work from home wherever possible.</p> <p>All persons to limit their use of public transport.</p> <p>Where travel is essential, use private single occupancy, cycle or walk where possible.</p>		All Staff	Ongoing	

Castle Hill Primary School

Updated: 17th November 2020

<p>Access to & egress from site causes increased spread of virus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Contractors 	<p>Where possible we will implement the following practices:</p> <p>Stop all non-essential visitors (children of staff) entering site</p> <p>Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Require all persons to wash or clean their hands before entering or leaving the site.</p> <p>Allow plenty of space (two metres) between people waiting to enter site.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</p> <p>Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.</p> <p>Visitors No non-essential visitors are allowed onto the school site.</p> <p>All visitors to be made aware of site rules</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene.</p> <p>Staff Staff who are showing any of the signs of Covid-19 will NOT come to school.</p>	<p>Visitor pack trifold to be created</p>	<p>Site Manager /Admin Team</p> <p>SLT/Premise Team</p> <p>All Staff</p> <p>Premise Team</p> <p>Admin/Premise Team</p> <p>Premise Team</p> <p>All Staff</p>	<p>Ongoing</p> <p>September/Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>September/Ongoing</p> <p>Ongoing</p> <p>September/Ongoing</p>	<p>Done</p>
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Castle Hill Primary School

Updated: 17th November 2020

		<p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation as advised by the Government.</p> <p>Immediately on arrival all staff are required to wash hands or use the sanitiser provided in reception. They should sign in using their own pen (not shared)</p> <p>In addition, we will need to consider:</p> <ul style="list-style-type: none"> encouraging parents and children and young people to walk or cycle to their education setting where possible making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel 	<p>Cover points in INSET training</p> <p>Include in July and September communications & website</p>	<p>All Staff</p> <p>Parents/Pupils</p>	<p>September</p> <p>September</p>	<p>Done</p> <p>Done</p> <p>Done</p>
<p>Poor communication means that staff, parents, pupils or visitors do not follow guidance.</p>	<ul style="list-style-type: none"> Staff Pupils Visitors Contractors 	<p>We will:</p> <ul style="list-style-type: none"> Inform children, young people, parents, carers or any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Inform parents that if their child needs to be accompanied to the school, only one parent should attend Inform parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (e.g. which entrance to use) Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) Engage parents and children in education resources Ensure parents and young people are aware of recommendations on transport to and from school 	<p>Include in July and September communications & website</p>	<p>SLT/Admin</p>	<p>September/ Ongoing</p>	<p>Done</p>

		<p>(including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers</p> <ul style="list-style-type: none"> • Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful • Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, catering, food supplies, hygiene suppliers • Discuss with the premises teams the additional cleaning requirements and agree additional hours to allow for this. 		Admin/Premise Team	Ongoing	
				Premise Team	September	Done
<p>Allocation of Staff causes increased spread of virus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors 	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Headteacher • All staff medical needs to be discussed with the Line Manager/Deputy Head prior to them entering the school • Suitable and sufficient personnel must be available for the provision of first aid, physical intervention, emergency procedures response, etc. • First Aid will be undertaken in the class and year group pods where possible. Records must be kept to be filed centrally at the end of each week. <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. Staff will follow social distancing guidance in offices/staff rooms/close working in rooms etc.</p> <p>There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a class groups –</p>		Head Teacher	Ongoing	
				All Staff/Line Mgr	Ongoing	
				Class Teachers/PTP	Ongoing	
				All Staff	Ongoing	
				All Staff	Ongoing	

		<p>they are spread out across the school site and in classroom bases.</p> <p>Staff should ideally not lone work unless it cannot be avoided (premise team, admin team)</p>		All Staff	Ongoing	
<p>Cleaning reduces the spread of the virus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors 	<p>Contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • follow the COVID-19: cleaning of non-healthcare settings guidance • ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classroom pods. • clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal <p>ensure that all adults and children:</p> <ul style="list-style-type: none"> • frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning • clean their hands on arrival at the school, before and after eating, and after sneezing or coughing • are encouraged not to touch their mouth, eyes and nose • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • ensure that help is available for children and young people who have trouble cleaning their hands independently • encourage young children to learn and practice these habits through games, songs and repetition • ensure that bins for tissues are emptied during the day if required • where possible, all spaces should be well ventilated using natural ventilation (opening windows) 		<p>Premise Team/Class Teachers/PTPs</p> <p>Class Teachers/PTPS</p>	<p>Ongoing</p> <p>Ongoing</p>	

Castle Hill Primary School

Updated: 17th November 2020

		<ul style="list-style-type: none"> prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation there is no need for anything other than normal personal hygiene and washing of clothes following a day in school Only cleaning products supplied by the school are to be used. 	In the event of a fire alarm the door must be closed on exit. When the room is vacant the door must be closed.			
<p>Deliveries & Waste collection means outside workers expose the school population to the virus</p>	<ul style="list-style-type: none"> Staff Pupils Delivery drivers Waste collection operatives 	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste to bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>		Admin/Premise Team	Ongoing	
<p>Contractors expose the school population to the virus</p>	<ul style="list-style-type: none"> Staff Pupils Contractors 	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site (ideally outside of the school's core hours) and will read and comply with signs in reception regarding good hygiene.</p> <p>All Contractors to sign in using the visitors and contractor sign in procedure and follow the briefing card instructions. QR Code to be scanned by visitors and contractors on arrival.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash or sanitise their hands upon entering the site. Visitors and Contractors are encouraged to wear a face mask when attending the school.</p>	<p>Brief all contractors attending school site</p> <p>Create Visitor & Contractor Covid Guide</p> <p>Get QR for each site</p>	<p>Premise Team</p> <p>SBM</p> <p>Admin</p> <p>Admin/Premise Team</p> <p>Admin/Premise Team</p>	<p>Ongoing</p> <p>October</p> <p>November</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Done</p> <p>Done</p>

Castle Hill Primary School

Updated: 17th November 2020

		<p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. <p>Site inductions are to be carried out following social distancing principles (2m separation).</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p>	<p>Ensure debrief with contractors to identify areas visited.</p>	<p>Premise Team</p>	<p>Ongoing</p>	
<p>Emergency procedures (Fire alarm activations etc) cause pupils and staff to come into close contact</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Contractors 	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at the muster point (2m separation).</p>	<p>Practice alarm and line up to continue but in socially distanced manner.</p> <p>Update Fire Assembly map & communicate to staff</p>	<p>Site Manager</p> <p>Site Manager</p>	<p>Ongoing</p> <p>September</p>	<p>Done</p>
<p>School Dogs</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Contractors 	<p>Ruffles and Rogan will be coming into school at times during the week and will be naturally inquisitive and seeking attention. Ruffles and Rogan are allowed to be stroked but anyone stroking them will need to wash their hands before and after doing so.</p>		<p>All</p>	<p>Ongoing</p>	

Castle Hill Primary School

Updated: 17th November 2020

Bikes and scooters coming into school	<ul style="list-style-type: none"> • Staff • Pupils 	Staff are unable to assist pupils with their bikes or scooters. Pupils are to adhere to social distancing at the storage areas at both drop off and pick up. Premises team will oversee to ensure this happens.	Letter to parents	All Staff	September	Done
Use of school halls for Internal Training	<ul style="list-style-type: none"> • Staff • Trainers • Visitors 	Both halls will be cleaned before and after the training sessions. Social distancing measures will be adhered to including reduced number of delegates per session to allocate distancing. (Pre-Covid, Greenbank hall capacity = 338 and Rooksdown hall capacity = 380). Trainers and visitors will need to read and sign the 'Visitors Agreement' before entering school. They will also communicate with the school before and after the training date to advise us of any COVID-19 related symptoms. Appropriate PPE must be worn.	Continue communication with training companies throughout the process.	Admin	Ongoing	

Risk Assessor: Phil Ward	Signature: P Ward	Date: August 2020
Responsible Manager: John D F Martin	Signature: J D F Martin	Date: August 2020

Date Reviewed	Signature	Role
21 st September 2020		
17 th November 2020		

Castle Hill Primary School

Updated: 17th November 2020

Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date
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